

## Records & Archives Mgt Committee

### Minutes

January 5, 2007  
10:00am

J.V. Fletcher Library  
Mary Atwood Room

### Minutes

#### CPA Application

- Edits were made
- Kaari will incorporate edits, review with Ginny next Wednesday, and send to committee by Thursday morning. Committee will meet for final review next Friday.
- Cemetery records database – cost accuracy
- Building – check records retention requirements for hard copy of plans
- Kaari will have all estimates at next meeting.

#### NEH Grants

- Kaari to contact someone at NEH to see how CPA grant funding and activities relate to federal grants
- Actual conservation of some materials based on collection level preservation survey could be included in the NEH grant.
- Kaari to see if NEDCC staff can be scheduled in anticipation of grant funding to make that possible.

#### Town Farm building inspection report

- Needs review from structural engineer
- Records with limited retention would be appropriate for storage if some of the space was also used for offices.
- Records would be stored against the walls for better weight-bearing capabilities
- Security issues will need to be addressed.
- Ellen Harde had roofing contractor present to quote on repairs
- Kaari to discuss with Superintendent Olsen scheduling a work day in March to inventory the records and clean out furniture and old technology.

Sandy will join Kaari in surveying the volume of records in the basement in early February.

Sandy will organize 1995 Master Plan Committee records and in the process look for a compilation of the 1995 MP survey results that the Comprehensive Masterplan committee is seeking.

Approved 6/22/07

Identifying early street layouts to identify corresponding street names would be a good project for the Westford Academy Museum Club with some oversight. To be investigated further later in the spring.

Bob to check Historical Society's interest in any town permanent documents that are slated to be destroyed, where microfilmed surrogates are allowed as the permanent copy.

Next Meeting Friday, January 12<sup>th</sup>, 10:00am at the J.V. Fletcher Library.